

*Get Ready For...*



**Grants Online**

*January 2004*

## *Message To Our NOAA Community...*

We are pleased to present you with the fourth installment of the Grants Online newsletter! The newsletter provides you with an overview of Grants Online, as well as exciting new updates and events to watch for in the coming months.

We invite you to read the newsletter in its entirety, as it will help you to learn valuable information about Grants Online and share in our excitement!

As always, we welcome your feedback and ask that you submit any questions, comments or concerns to the Grants Online team at the following address: [GrantsOnline.QandA@noaa.gov](mailto:GrantsOnline.QandA@noaa.gov)

Thank you for your support and we look forward to continuing to work with you!

~ The Grants Online Team

## *Grants Online Overview*

The Grants Online system has been built to meet the grants processing needs of NOAA line offices and grant-making organizations. It has been designed to help NOAA users process grants in a more efficient, streamlined, and consistent manner. In addition, it was developed to help standardize NOAA's grant-making procedures.

Since Grants Online was developed to meet the needs of all NOAA line offices and grant-making organizations, available functionality may apply to some NOAA organizations and not others. Grants Online allows for limited customization within each program office.

## *Where Are We Now?*

The development of Grants Online has occurred in multiple phases, or "iterations." To date, there have been seven system iterations released, with each iteration exhibiting new and enhanced functionality. It is expected that new iterations of Grants Online will continue to be developed and released over time in order to accommodate the needs of grant-making organizations within NOAA.

The chart to the right reflects the current status of Grants Online functions through Iteration 10. The majority of the system has been built, including actions related to Pre-Award, Award and most Post-Award activities. Grant Close-Out functionality remains to be developed.

## *Grants Lifecycle & Development*

Pre-Award	Award	Post-Award	Close-Out
Create, Review, Publish RFA/FFO/FRN	Recommend Applicant for Award	Certify Progress Reports	Initiate Close-Out
Receive Applications	Approve Selection Package	Certify Financial Reports	Receive Final Documents
Review, Evaluate Applications	Prepare Award Package	Impose/Remove Special Award Conditions	Reconcile Financial Information
Review Application Package	Obligate Funds	Amend/Suspend/Reactivate/Transfer/Terminate Award	Close Grant
Modify/Withdraw Application	Award Grant		
Notify Unsuccessful Applicants			
Certification			

Developed
  To Be Developed

## Training Update

The **Skill Building** phase of Grants Online training was held from October 25–December 2, 2004. We would like to thank those of you who attended training and provided feedback on the sessions. We are currently evaluating your feedback in an effort to make improvements for the next phase of training.

The next phase of training, tentatively scheduled for deployment in early 2005, is called **Just In Time (JIT) Implementation Support**. It will offer the following support services during the initial rollout:

- ❖ Just-In-Time end-user training
- ❖ Help Desk support (see “Key Contact Information” below)
- ❖ Hands-on assistance via Functional Support team
- ❖ Username and password distribution

## Community Focus...

### Grants Management Division (GMD)

On December 2<sup>nd</sup>, GMD Grants Specialists received specialized Grants Online training, geared towards performing their specific job responsibilities. Training demonstrated how Grants Online will help facilitate the processing of grant proposals. The system will help streamline the grant lifecycle by providing GMD with electronic copies of required grants documentation thus reducing time spent searching for paper documents. The documents will be maintained in Grants Online and accessed by GMD and other offices.

## Key Contact Information

### Grants Online Help Desk

Phone: 703.747.6101

Email: [grantsonline.helpdesk@noaa.gov](mailto:grantsonline.helpdesk@noaa.gov)

### Grants Online Website

(Training Information, FAQ's, Documents, etc.):

[http://www.ofa.noaa.gov/~grantsonline/whats\\_new.html](http://www.ofa.noaa.gov/~grantsonline/whats_new.html)

### Email Contacts

Training questions, Grants Online questions, etc.

[GrantsOnline.QandA@noaa.gov](mailto:GrantsOnline.QandA@noaa.gov) or [GrantsOnline.Training@noaa.gov](mailto:GrantsOnline.Training@noaa.gov)

## Grants Online Goes Live...

- ▶ Grants Online deployment to NOAA line offices is scheduled as follows:

NMFS	January 10, 2005
OAR (excluding OGP)	January 18, 2005
NOS	January 24, 2005
NESDIS/NWS/NFA	January 31, 2005
OGP	January 31, 2005

- ▶ A **Functional Support Team** will be available Tuesdays and Wednesdays (1/11/05 – 2/8/05) from 9-5 in SSMC3 room 10241 to provide you with hands-on Grants Online Support.
- ▶ A **Help Desk** is available via telephone (703.747.6101) and email ([grantsonline.helpdesk@noaa.gov](mailto:grantsonline.helpdesk@noaa.gov)) to assist you with Grants Online inquiries. The Help Desk can provide support in many ways, including:
  - ❖ Obtaining usernames and passwords
  - ❖ Adding Grants Online user accounts
  - ❖ Assisting with Grants Online functionality, such as uploading award files
  - ❖ Answering questions and resolving issues
  - ❖ Logging Grants Online defects
  - ❖ Capturing any enhancement requests
- ▶ Pre-recorded web seminars, or **Webinars**, are available to help you expand your Grants Online knowledge and experience. Webinars are structured for the following user types and are available for you to access at your leisure.
  - ❖ FPOs
  - ❖ Grantees
  - ❖ Reviewers
  - ❖ Selecting Officials
  - ❖ Requestor/Budget Officers
  - ❖ GMD
  - ❖ Public Affairs
  - ❖ OLIA
  - ❖ OIG
  - ❖ NEPA
- ▶ A **Change Control Board (CCB)** is in place to manage and evaluate any requests for system enhancements and issues needing resolution.
  - ❖ Users can request enhancements via the Help Desk. The Help Desk will forward requests to the CCB.
  - ❖ Enhancement requests reviewed and approved by the CCB will be presented to the Grants Online technical team to explore development and implementation potential for future system iterations.